

TO

Subject: Inviting quotation for supply of furniture -regarding

Sir,

The CIET, NCERT intends to procure the following furniture from the reputed firms for the use in CIET.

Sno.	Item	
01	Visitor Chair Specification: Visitor chair made out 1”round pipe duly powder coated cushioned high density seat and back duly upholstered with good quality fabric PU arms for smooth touch size of size 18”x18” seating slight bend in back to give maximum comfort back of chair fitted with PVC beeding to give smooth look	
02	Stackable visitor chair Specification: Stackable visitor chair made of steel rod duly powder coated having 2”4 foam in seat and back and upholstered neatly in leatherite and provided with nylon shoe size 18”x18”(seating) of good quality fabric	
03	Executive Revolving High back chair Specification: Revolving high back chair specially designed to give maximum comfort for body and back and avoid fatigue while working for long longated hours. Chair made superior quality cushioned, fabric and casters with PU arms size 21”x21” (seating)with PVC beeding	
04	Revolving Low Back chair Specification: Revolving high back chair specially designed to give maximum comfort for body and back and avoid fatigue while working for long longated hours. Chair made superior quality cushioned, fabric and casters with PU arms size 21”x21” (seating)with PVC beeding	
05	Automation Office Table Specification: Automation office table size 72”x36”x30” with 3 drawer and one	

	side of cupboard	
06	Steel Almirah Steel Almirah size 78"x36"x19" with 4 shelves fixed shelves making 5 compartments without locker door 20 guage, body and shelves 22 guage	

It is therefore requested to submit your quotation for supply and installation of the furniture specified above. The rates may be quoted for each items per item which includes tax etc. along with guarantee period, tenure of payment, duration of the rates etc. in a sealed cover to the undersigned with 07 days from the date of issue of this letter

This issues with the approval of the competent authority.

Yours faithfully

**(S.D. Singh)
Under Secretary**